

EO-5511

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Plans & Policy Staff/TR

DATE: 19 May 1955

FROM : Chief, Administrative Branch/TR

**SUBJECT: Weekly Activity Report No. 20**

**I. SIGNIFICANT ITEMS:** None

II. OTHER ITEMS:

A. [ ] VACANCIES - The PO/TR has requested [ ]  
to identify the type of replacement he is seeking for pending vacancies  
in [ ]

[redacted] has also been requested to resolve conflicts of opinion within his component concerning these replacements.

B. OTR Budget - In anticipation of the official Agency budget call for revised FY1956 and FY1957 estimates, Agency Notices [ ] and [ ] the EFO/TR issued a memorandum addressed to the Chiefs of OTR major components outlining the narrative material requirements and the due dates for such material. This material will be forwarded to the PPS/TR for editing and coordination prior to final review by the DTR.

G. [redacted] - The Office of Logistics has notified this office that [redacted] cannot be accomplished in time to obligate Fiscal Year 1955 funds. The existing requisition for [redacted] will therefore be canceled and another submitted as soon as authority is received to begin processing requisitions for Fiscal Year 1956 funds. In the meantime, the Office of Logistics is completing all possible advance action in this matter in anticipation of the receipt of the new requisition.

D. [ ] - The annual audit of the project by the Auditor Staff has been completed. The formal report will be sent to the DTR.

### **E. REGISTRAR ACTIVITIES -**

1. Statistics on the composition of the current Clandestine Services Review Course were compiled and forwarded to the DTR this week.

17 May. 2. The Registrar attended the monthly DDI/TO meeting on

3. [redacted] joined the staff of the Registrar's office on 17 May.

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**F. PRESENTATION OF MEMBERSHIPS IN THE CAREER STAFF FOR PERSONS**

AT [ ] has made arrangements with [ ] and the Assistant Chief for Field Training for the Director of Training to present memberships in the Career Staff to persons at [ ] Mr. Baird will leave Headquarters at 1330 on 24 May and return as soon as the ceremonies have been completed.

[ ]

H. [ ] **BUDGET** - The AO/TR and HFO/TR will visit FTB on 19 and 20 May 1955 to discuss the FY1956 and FY1957 budget, and other matters, with appropriate officials.

**I. REPORT ON THE SOCIETY FOR PERSONNEL ADMINISTRATION CONFERENCE -**

[ ] attended the subject conference at the Statler Hotel on 11 and 12 May 1955. The two most important items discussed at the conference concerned the Personnel Report of the Hoover Commission and Career Planning for Civil Service. After hearing the discussion on the latter subject, [ ] maintains that this Agency, particularly the Office of Training, is considerably ahead of the rest of the Government in the field of career planning.

J. [ ] Phase II of the project was concurred in by the Comptroller and forwarded to HRC for action on 18 May 1955. If approved, FY1955 funds will be obligated.

K. [ ] Weekly report of the utilization of [ ] from 11 May - 17 May is attached.

[ ]  
Chief, Administrative Branch/TR

Attachment: [ ]

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